



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	ADMINISTRATIVE AIDE (2 VACANCIES)
3	<i>Posting Number</i>	PN #107262
4	<i>Department</i>	HOUSTON POLICE
5	<i>Division</i>	NEIGHBORHOOD PROTECTION
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	2636 SOUTH LOOP WEST, SUITE 400 *
8	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Prepares, proofs, and edits correspondence and documents related to abatement activities. Establishes and maintains a filing system for junk motor vehicles, dangerous buildings, and extension requests. Enters data into and retrieves data from the division’s data tracking system. Responds to telephone inquiries and sorts mail related to abatement activities. Prepares monthly inspection lists for expired Orders of the Hearing Official.
- 10

WORKING CONDITIONS
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc; as might normally be acquired through attainment of high school diploma or a GED.
- 12

MINIMUM EXPERIENCE REQUIREMENTS
Two (2) years of clerical or administrative experience are required.
- 13

MINIMUM LICENSE REQUIREMENTS
None.
- 14

PREFERENCES
None.
- 15

SELECTION/SKILLS TESTS REQUIRED
None, however, the Department may administer a skills assessment evaluation.
- 16

SAFETY IMPACT POSITION

Yes ☐ No ☒

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

SALARY INFORMATION
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 10
\$723.00 - \$962.00 Biweekly \$18,798.00 - \$25,012.00 Annually
- 18

OPENING DATE

October 26, 2005
- 19

CLOSING DATE

November 1, 2005
- 20

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer